

WIN, WorkKeys and the National Career Readiness Certificate

The National Career Readiness Certificate (NCRC), a product of ACT, Inc., is a portable skills credential that ensures employers of a job-seeker's skill in three areas:

Reading for Information, Applied Mathematics,
Locating Information

Four levels of certification are available:

Bronze:	Minimum Level 3 score on all assessments
Silver:	Minimum Level 4 score on all assessments
Gold:	Minimum Level 5 score on all assessments
Platinum:	Minimum Level 6 score on all assessments

Certification can open job opportunities based on your level of skill development:

Bronze:	Demonstrates a skill level of eligibility for 30% of all profiled jobs
Silver:	Demonstrates a skill level of eligibility for 65% of all profiled jobs
Gold:	Demonstrates a skill level of eligibility for 90% of all profiled jobs
Platinum:	Demonstrates a skill level of eligibility for 100% of all profiled jobs

The NCRC can be a great supplement to your current resume, and the WIN online training system is the perfect starting point for earning an NCRC.

To learn more about the WorkKeys assessments and the NCRC, you can visit ACT's website at:
<http://www.act.org/certificate/>



For more training or information, contact any of the following:

WIN Manager:

Email:

Phone:

WIN Helpdesk: support@w-win.com

Phone: 1.888.717.9461



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

Learner Manual

WELCOME TO THE
WIN CAREER READINESS
COURSEWARE
Indiana Department of Workforce Development

<http://ingov.wincshost.com>

The login for the learner is:

First Name: _____

Last Name: _____

PIN: _____

Facility: _____

[CLICK HERE TO BEGIN](#)



Learner's Directions

Dear Learner,

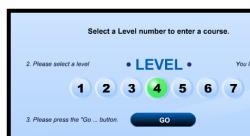
WIN is a web-based training resource to obtain skills that can enhance employee performance in the workplace. It can also be used to help individuals prepare and be more successful for the WorkKeys assessments.

You have already been registered in the WIN courseware, and can log-in with the information provided on the front of this guide. Once at the website, enter your first and last name and PIN.



Levels:

Each level is designed in a similar way. You have been placed at the level of your placement test. The green circle indicates the level you will be working at. Click the "GO" button and it will take you to that level.



TIP: Dark numbers show the levels you have achieved; gray numbers show areas you have not yet achieved. To access the next gray level, you must posttest out of your current level.

At the beginning of each level, you will read instructions about the information covered in that level.

You have the ability to leave a level anytime. To save your work for when you next return to the training, you must click "EXIT" before leaving.



The next time you enter that skill area and level, you will be asked to either restart or resume where you left off.

WIN Main Menu:

From the main menu you can choose which of the ten skill areas you would like to train in.

No matter which skill area you select, there will be a menu at the bottom of the screen to assist you in that area.

Menu – Allows you to see the different lessons you will be working on in that level.

Help – Gives you resources and information to help you navigate through WIN.

Speaker – Allows you to turn on/off the audio.

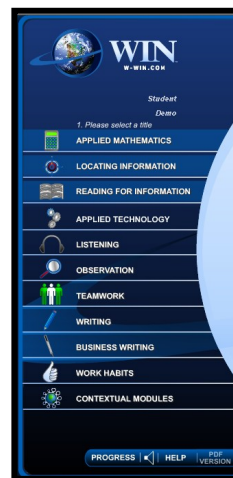
Print – Allows you to print resource tools.

Info – Provides a brief description of what WIN is and does.

Post Test – Gives you your posttest results if you have taken it.

Progress – Allows you to view and print the scores for all exercises and posttests you have completed.

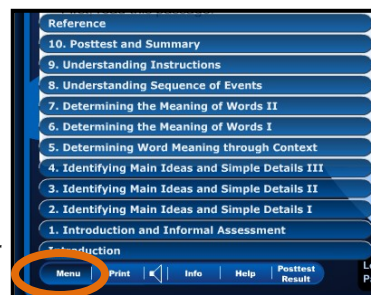
Career Center & Job Profiles – Gives you information on the levels to achieve for specific careers.



Levels (Continued):

Within the levels, the menu button will help you move through the topics covered.

In order to advance to the next level in any skill area, you must complete the posttest. You must pass with a score of 80% or higher to advance.



NOTE: You can only attempt to posttest **two** times in a 24-hour period.

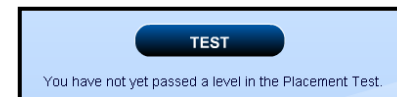
As you are working through the WIN system, it is important to remember that the system will timeout after **15 minutes** of inactivity. When this happens you will be logged out of the system, and will need to sign back in. To make sure that you do not lose any of your work, make sure to move your mouse at least once every fifteen minute, or click "EXIT" to save your work periodically.



If you have completed all of the levels in a skill area, and still want additional practice, you can select the contextual modules button - the last of the skill areas on the main menu. By clicking "GO" a new window will pop-up with more practice tests in specific career fields.

Placement Tests:

Before you can start training in any of the skill areas, you will have to complete a placement test within that area.



The placement test helps assess where your skills currently are. The placement test begins at Level 3 in each skill area.

You must answer 4 of the 5 questions correctly to move to the next level in the placement test.

For example:

Level 3: Answer all 5 correctly, advance to level 4.

Level 4: Answer 4 out of 5 correctly, advance to level 5.

Level 5: Answer 3 out of 5 correctly—you have been placed at level 5.

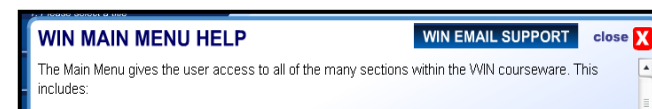
When you have completed the placement test, you can access the training.

Getting Help:

If you have a questions about using WIN, or if you encounter problems while training on the system, you can contact the WIN helpdesk directly by clicking the "Help" button on the main menu.



A new screen will pop-up with the option to click WIN Email Support. By clicking here you can send your questions to WIN staff at any time day or night, and they will respond via email.



For more immediate help, you can contact the WIN helpdesk telephone line available weekdays during regular business hours: **1.888.717.9461**

For more information about the WorkKeys assessments and earning a National Career Readiness Certificate you can visit your local WorkOne. Online you can visit www.in.gov/dwd and search "WorkKeys" to learn more.